

**OPEN TO CURRENT MARYLAND DISTRICT COURT EMPLOYEES ONLY**

Opening Date:	June 18, 2015	Closing Date:	July 2, 2015
Job Title:	Supervisor II - Criminal/Traffic	Position Type:	Regular Full Time
PIN:	001277	FLSA Status:	Non-Exempt
Location:	District 7, Anne Arundel County Annapolis, Maryland	Grade/Salary Range:	J10 \$39,260 - \$63,418
		Financial Disclosure:	No

Essential Functions: Assists the Division Chief of the Criminal/Traffic section for the District Court in Anne Arundel County. Carries out and enforces rules, procedures, and policies. Plans, assigns, directs, coordinates and evaluates the work of subordinate bailiffs, supervisors and clerical staff. **Trains staff on Court procedures and practices, automated systems, filing and office equipment. Supervises and performs various clerical functions such as providing information to the public in person and by telephone, distribution and processing all incoming correspondence and assisting cashiers at closing. Supervises the entry of information into data management systems, retrieves information and prepares a variety of management reports. Assesses problems, issues and conflicts and depending on the scale and complexity of the situation, either resolves independently or recommends alternative solutions. Coordinates the work of this section with other sections and with other entities in the criminal justice system. Recommends modifications to procedures and systems to improve processing time, accuracy and efficiency. Assists in the drafting of District procedures and policies. Orders and maintains office supplies, forms and equipment for the section. Signs time cards, grants and denies leave requests. Prepares mid year and yearly performance appraisals. Conducts employee counseling, documentation of all personnel related matters and recommends disciplinary actions. Prepares correspondence and writes procedures. Conducts interviews and makes hiring recommendations to higher level supervisors, attends and conducts various meetings. Serves on committees and assists with special projects.**

Education: High School Diploma or GED.

Experience: Six years of general clerical experience, four of which must have been in a trial or appellate court of the United States. One year of supervisory or lead experience.

Preferred: Completion of Court Supervisor/Manager Certificate Program.

Note: Applicants may substitute education at an accredited college or university for the required general experience at the rate of thirty semester credit hours for each year of general experience.

Skills/Abilities: Knowledge of office practices, procedures, systems and equipment required to support the specialized work of the assigned unit. Ability to communicate clearly to superiors, staff and the public. Ability to operate a personal computer or terminal and a cash register. Ability to train, assign, review and evaluate the work of subordinate employees. Ability to communicate clearly to supervisors, staff and the public; follow departmental rules, regulations, procedures and functions; demonstrate good organizational skills; and to work within time constraints and meet fixed deadlines. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
 Human Resources Department
 580 Taylor Ave., Bldg. A-1
 Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.